

**481—71.1(10A) Definitions.**

*“Active case”* means that a household is receiving human service assistance.

*“Allotment reduction”* means an amount withheld from a financial or food assistance benefit. Specifically, grant reduction refers to the Family Investment Program (FIP) and benefit reduction refers to the Food Assistance (FA) program.

*“Closed case”* means that a household is no longer receiving a particular human service program benefit.

*“Debtor”* means a current or former recipient, an authorized representative, or a provider of benefits or services paid by the department of human services (hereafter known as DHS) who has been determined by DHS to be responsible for the repayment of a particular overpayment.

*“Debt setoff”* means the repayment of an overpayment by setoff against the debtor’s state income tax refund.

*“Demand letter”* means the DHS demand letters cited at Iowa Administrative Code 441—Chapter 11. These letters inform the debtor that an overpayment in a human service assistance program has occurred. The letters identify the amount overpaid, the dates of the overpayment, the cause of the overpayment, and the options the debtor has to repay the overpayment. These forms are voluntarily completed by the debtor. Failure to complete and return the form may result in further collection actions.

*“Economic assistance fraud bureau”* means the economic assistance fraud bureau of the department of inspections and appeals.

*“Human service assistance”* means any program that the DHS administers which confers a financial, medical, or food assistance benefit.

*“Income setoff”* means the repayment of an overpayment by garnishment or attachment of a state warrant other than the individual state income tax refunds.

*“Offsetting”* means the application of a credit against the amount due on a claim in place of a corrective cash payment for FIP and RCA, or a restoration of lost benefits for food assistance, or PROMISE JOBS overpayment by withholding all or a portion of future payments in the same category as the payments were originally made.

*“Overpayment”* means the dollar amount of human service assistance by program, received by or on behalf of a person or provider in excess of that allowed by law, rules, or regulations for any given month(s).

*“Recovery”* means the repayment of an overpayment, directly from the debtor, by allotment reduction, by debt setoff, offsetting, or by all four.

*“Referral form”* means the overpayment/recovery information input (Form 470-0464) completed by DHS. The form tells the program, the amount, the dates, and the reason for the overpayment. It also lists information on the debtor for identification purposes.

*“Repayment contract”* means the agreement to repay (Form 470-0495) sent to a debtor to voluntarily complete and return. The form tells the amount and program(s) overpaid and gives the debtor a choice of repayment methods. Failure to return this form may result in further collection actions.

*“Title XIX divestiture claim”* means a debt against a person who receives transferred assets from a Medicaid applicant or recipient within five years prior to an application for medical assistance if the applicant is approved for Medicaid.